



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 9, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 14, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Tuesday, March 27, 2018**. Applications will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM V

Sign Shop Manager
Region 1/District 1/Traffic
Office of Highways Project Implementation
Schaumburg

Attachments
42679

Technical Applications [PM1080 rev 6/1/17](#) ****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, March 27, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager V

Salary Range: \$6,020 - \$10,210*

Position Title: Sign Shop Manager

Union Position: ☐ Yes ☒ No

Position Number: PW415-23-51-902-40-01

IPR#: 42679

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Traffic/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for managing District Sign Shop Operations, which install and maintain pavement marking and signs and prepare special panels and structural materials for the operation and maintenance of freeway signing.

Special Qualifications:

Required:

- Valid driver's license
- 24-hours, 7 days per week call availability
- Frequent district-wide and state-wide travel; and extensive overtime

Desired:

- Completion of a bachelor's degree preferably with courses in business, public administration or engineering
- Seven years experience in public or business administration of which five years should include supervisory/managerial experience
- Working knowledge of management techniques and modern organizational concepts
- Familiarity with the Federal Highway Administration's Manual on Uniform Traffic Control Devices related to traffic control signage and pavement marking
- Ability to plan and direct the efforts of employees for efficient accomplishment of traffic maintenance programs
- Ability to maintain harmonious relationships with employees, agency officials, contractors, vendors, equipment manufactures and the general public
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

****Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	October, 2017	POSITION:	Sign Shop Manager
APPROVED BY:	Lisa E. Heaven-Baum	OFFICE/DIVISION:	OHPI/District One/Bureau of Traffic
CODE:	PW415-23-51-902-40-01	REPORTS TO:	Arterial Traffic Operations Engineer

Position Purpose

This position is accountable for managing District Sign Shop Operations, which install and maintain pavement marking and signs and prepare special panels and structural materials for the operation and maintenance of freeway signing.

Dimensions

Subordinate Personnel:	Direct 5, Indirect 70
New Signs Installed Annually:	14,000
# of Sign Shops:	4
# of Signs Replaced Annually:	40,000
Lane Miles of Highway Maintained:	11,500
Miles of Traffic Line Installed and Maintained:	7,000
# of Special Pavement Markings:	8,000
Value of Contracts Supervised:	\$15M - 20M

Nature and Scope

This position reports to the Arterial Traffic Operations Engineer. Reporting to this position are a North Side Sign Shop Operations Supervisor, a South Side Sign Shop Operations Supervisor, an Elgin Sign Shop Operations Supervisor, a New Lenox Sign Shop Operations Supervisor and a Traffic Contract Resident Technician.

This position functions in a transitional area characterized by: intense urban development in the area within and immediately abutting the City of Chicago; the rapidly changing land use that characterizes the eastern and central portions of the Metropolitan area; and the suburban and rural areas of the district's western areas; all of which pose a wide variety of technical and engineering problems in the preparation and installation of appropriate pavement marking patterns and signs. There also exists a large number of local government units and rapidly declining right-of-way, which increases the importance of pavement marking and signing on the District highways. Traffic volumes amount annually to thirty-five billion vehicle miles traveled on eleven thousand lane miles of District highways. This creates the situation where any traffic disruption could soon reach disastrous proportions and it demands an intelligent and almost immediate response time. The tremendous traffic volumes of the highways make traffic problems highly visible and results in continuous political, media and public attention, and requires a high level of sensitivity to such circumstances and the ability to promptly and effectively respond to pavement marking and signage needs. This is a distinctive position that requires a high level of management ability as well as considerable technical knowledge in coordinating the wide variety of pavement markings and signing activities within a variety of urban, suburban and rural areas.

Typical problems encountered in this position include: evaluating pavement marking and signing problems and implementing solutions which are optimally effective and efficient and balances the use of materials, equipment and personnel; evaluating new materials and techniques pertaining to signing and pavement marking; adjusting the assignment of sign shop crews among various areas based upon workload and union contracts; evaluating and revising Departmental signing and pavement marking procedure as required; determining the causes of employee accidents and developing proposals for their reduction; and providing the data base and record system that supports these activities. A continuous problem confronting this position is establishing and maintaining high

levels of subordinate productivity and ensuring that physical conditions of work provide for optimal employee safety. The greatest challenge to this position is to provide cost-effective pavement marking and signing services.

The incumbent personally: ensures adequate inventories of sign and pavement marking material; ensures timely installation of signs and pavement markings; provides fiscal and manpower planning data required for the preparation of budget estimates; revises District signing and pavement marking practices as required; provides for the efficient inventorying of and pricing of required materials, and processes, records and monitors work orders; initiates contracts for various types of pavement markings and signing; prepares cost estimates and special provisions of the contract plans for the contracts; and serves as project engineer in the execution of the contracts, which includes supervising the Contract Resident Technician in the documentation and inspection process to ensure adherence to the contract plans and specifications. The incumbent also analyzes and evaluates contract work for efficiency and makes recommendations regarding future contract work. He/she carries out an active safety program, including: safety training; review of accidents involving sign shop personnel; preparation of programs for safety meetings; and implementation of measures to improve employee safety.

The incumbent accomplishes these accountabilities through the following staff:

- Sign Shop Operations Supervisor (4): is responsible for administering sign shop activities in assigned geographical area.
- Traffic Contract Resident Technician (1): is responsible for supervising district contracts which cover signage and pavement markings.

Within established policies and guidelines, the incumbent has a wide latitude in implementing the responsibilities and tasks of the unit. He/she recommends actions on personnel matters, salary changes, disciplinary matters and budgeted funds; and must understand and operate within the guidelines established by the negotiated rate work rules in the district, the Personnel Code rules and safety work rules and practices.

The incumbent maintains periodic contact with the Field Engineer and frequent contact with the Sign Shop Operations Supervisors and the Contract Resident Technician to ensure that proper District wide signing and pavement marking standards are being met. Principal contacts outside the Department are with local officials, contractors and private industry suppliers. This position requires 24-hours, 7-day a week availability, extensive overtime, and frequent district-wide and state-wide travel.

The effectiveness of the position is measured by: the incumbent's ability to direct the unit in the installation and maintaining of high quality signing and pavement marking within the resources available; the effectiveness of the records system for current and future operations; and the efficient maintenance of stock levels of materials and finished products without excessive inventory.

Principal Accountabilities

1. Directs and administers the Sign Shop Unit to accomplish the goals established for the Unit.
2. Organizes, trains, counsels and evaluates Unit personnel to ensure optimum use of their abilities and ensures they perform their duties effectively and safely.
3. Oversees the development and maintenance of complete records systems for operations of the Unit.
4. Responds to district signing and pavement marking needs, either routine or emergency, to ensure that state wide traffic control requirements are met.
5. Evaluates materials and procedures used in order to provide the most cost-effective operation possible.
6. Ensures subordinate staff performs duties in accordance with Departmental safety rules, practices and programs.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.